

DIRECTIVE ON COLLECTIVE AGREEMENT XIX: ALLOWANCES FOR PERSONNEL SERVING EXECUTING AUTHORITIES

COLLECTIVE AGREEMENTS PER RESOLUTION 3 OF 1999 ON REMUNERATION, ALLOWANCES AND BENEFITS AS CONCLUDED IN THE PUBLIC SERVICE CO-ORDINATING BARGAINING COUNCIL (PSCBC) IN FEBRUARY 1999.

GENERAL ISSUES:

1. This Directive has to be read with the above collective agreement and the relevant paragraph in the Financial Manual (paragraph 11), that is effective from 1 July 1999.

PREVIOUS PRACTICE

2. The above agreement accommodates personnel who, in the past, were appointed in accordance with the following former PAS's/Special PAS's:
 - 2.1. Role Playing Posts: As posts in this former Special PAS could not be linked to existing occupational classes, they were grouped in the said PAS. Holding of a post as indicated in item 3.0 of this PAS, amounted to the interpretation of a role and offered no career opportunities. Incumbents were originally supposed to occupy the posts only for a limited period and then to return to the occupational class/es of origin. This constituted that any occupational class, such as personnel officer, engineer, etc., could be applied.
 - 2.2. Registry Clerk
 - 2.3. Ministerial Typist
 - 2.4. Household Manager
 - 2.5. Household Worker
 - 2.6. Manager: Guest House.
3. Executing Authorities' offices had to be adequately staffed to provide them with the support needed to carry out their functions. The following norms and restrictions dictated the filling of posts in the former Special PAS for Role Playing Posts:
 - 3.1. Creation of role playing posts had to be effected on the basis of a full-scale work study investigation;

3.2. The filling of role playing posts were restricted to the rank/grading not **higher** than that of –

3.2.1. Director (or equivalent gradings) in the case of Private Secretary, Administrative Secretary, Parliamentary Officer, Special Programmes Officer and Public Relations Officer (PRO). The PRO had to, on a full-time and continuous basis, form part of the personnel core of a Minister/Premier as recommended by the PSC and approved by Cabinet.

3.2.2. Deputy Director (or equivalent grading) in any other administrative or line function including Assistant Private Secretary, except in the case of a Medical Attaché where only members of the occupational class Medical Officer were to be utilized.

3.3. The provision of Private Secretaries, Assistant Private Secretaries, Administrative Secretaries, Public Relations Officers, Ministerial Typists, Registration Clerks and Drivers were further limited to the following numbers as, *inter alia*, determined in Chapter 14 of the Ministerial Handbook :- (The prescripts on the personnel in the table below were effective from 4 December 1996.)

Provisioning for -	Private Secretary	Assistant Private Secretary	Administrative Secretary	Public Relations Officer	Driver	Ministerial Typist	Registration Clerk	Messenger
Minister/Premier	1	1	1*	1	1	2	1	1
Deputy Minister/ MEC	1	-	-	-	1	1	1	1

* An additional post could be provided for those ministries, deputy ministries, Premiers and Members of the Executive Council where the portfolio included more than one executive institution.

NEW STRUCTURE FOR CORE STAFF FOR POLITICAL OFFICE BEARERS

4. With regard to this Department's minute 3/2/4/26, dated 15 June 1999, on the core staff for political office bearers in respect of the relevant Cabinet decision in this regard, the personnel structure in political office bearers' offices is indicated below: (The current maximum provision of a core staff for Ministers/Premiers/Deputy Ministers/MEC's as reflected in Chapter 14 of the Ministerial Handbook, are in the tables at paragraphs 4.1(a) and 4.1(b))

4.1. The new approved core staff for political office bearers implies new posts as well as name changes. To shed some light on the changes that took place in respect of Chapter 14 of the Ministerial Handbook, the personnel of the core staff are divided in columns I and II in the table at 4.1(a) below. Column I (announced in the said minute in paragraph 4 above), refers to the newly approved core staff and column II refers

(announced in this department's minute 4/5/P, dated 25 March 1997) to the former core staff provision.

NOTE:

- (i) The most important prescripts on the core staff in column I are:
- DPSA's Minute 3/2/4/26, dated 15 June 1999;
- The new Public Service Regulations (PSR);
- Collective agreement XIX of Resolution Nr 3/1999;
- Financial Manual amended on 27 September 1999; and
- This Directive.
- (ii) The most important prescripts on the core staff in column II were:
- DPSA's minute 4/5/P, dated 25 March 1997;
- The former PSSC and PSR; and
- The former Special PAS/PAS's indicated in paragraph 2 above

4.1(a)

I	NEWLY APPROVED CORE STAFF PROVISION	II	FORMER CORE STAFF PROVISION
	DIRECTOR (NEW POST AT MINISTERS/PREMIERS)		NONE
	DEPUTY DIRECTOR(NEW POST AT DEPUTY MINISTERS/MEC'S)		NONE
	ADMINISTRATIVE SECRETARY (DEPUTY DIRECTOR): FUNCTIONS AMENDED		ADMINISTRATIVE SECRETARY
	MEDIA LIAISON OFFICER :FUNCTIONS AMENDED		PUBLIC RELATIONS OFFICER
	APPOINTMENTS SECRETARY (ASSISTANT DIRECTOR): FUNCTIONS AMENDED		PRIVATE SECRETARY
	ASSISTANT APPOINTMENT AND ADMINISTRATIVE SECRETARY: FUNCTIONS AMENDED		ASSISTANT PRIVATE SECRETARY
	PARLIAMENTARY OFFICER (NEW POST)		PARLIAMENTARY OFFICER: ONLY IN DG's OFFICE
	SECRETARY/RECEPTIONIST		MINISTERIAL TYPIST: FUNCTIONS AMENDED
	REGISTRY CLERK		REGISTRATION CLERK
	DRIVER/MESSENGER: NOW COMBINED IN ONE POST		DRIVER AND MESSENGER: Each in a different post

4.1(b)

Provisioning for -	<i>f</i> Director	<i>f</i> Deputy Director	Administrative Secretary (Deputy Director)	Media Liaison Officer	Appointments Secretary (Assistant Director)	Assistant Appointment and Administrative Secretary	<i>f</i> Parliamentary Officer	Secretary/ Receptionist	Registry Clerk	Driver/ Messenger
Minister/ Premier	1	-	1*	1	1	1	1	2	1	1
Deputy Minister/ MEC	-	1	-	-	1	-	-	1	1	1

* An additional post of Administrative Secretary may be provided for Ministers/Premiers whose portfolios relate to the activities of more than one executive institution.

f New posts.

- The provision in paragraph 4.1 above may be exceeded only with the consent of the President after consultation with the Minister for the Public Service and Administration.
- Special Advisers to Executive Authorities (Ministers and Premiers) may be employed in terms of the conditions as laid down by the Cabinet.

4.2. Functions of the respective officers in the offices of political office bearers

- Director: To direct and to manage the office. To act as the Minister's principal point of contact with the DG and the Department. To attend and to record the more important meetings chaired by the Minister. To attend to submissions and briefings on major policy and administrative issues referred to the Minister. To accompany the Minister on major visits. To manage the budget of the office and to be responsible for the line management of Deputy Minister's offices.
- Administrative Secretary: To act (as deputy director) as the Director's deputy and alternate in the absence of the Director. To handle all external correspondence, other than matters relating to the diary, parliamentary affairs and Cabinet memoranda. To process all internal correspondence and to identify policy and administrative issues which need to be referred to the Director before being passed to the Minister. To attend and record Minister's meetings at the direction of the Director. To assist the Director in budgetary matters. To act as alternate also for the Parliamentary Officer.
- Appointments Secretary: To handle all matters relating to the Minister's diary, under the direction of the Director. To make travel,

accommodation and other logistical arrangements on behalf of the Minister and to handle the Minister's personal affairs (expenses, claims, etc). To accompany the Minister on certain visits, as directed by the Director.

- Parliamentary Officer: To handle all parliamentary matters and Cabinet memoranda, and to liaise with the Director-General's office and the Department on parliamentary matters affecting Departmental staff (e.g. their appearance before the Portfolio Committee). To act as alternate in the absence of the Administrative Secretary. To attend and record Minister's meetings at the direction of the Director.

Notes:

- The Assistant Appointments and Administrative Secretary would assist both the Appointments Secretary and the Administrative Secretary. In the case of the former, this would include the making of travel and accommodation bookings. In the case of the latter, this would involve the processing of routine correspondence under the direction of the Administrative Secretary. The Assistant Appointments and Administrative Secretary would act as alternate for the Appointments Secretary.
- In terms of overall staff members, the new structure would require 8 staff. This is the same number as are currently on the post establishment, having regard to the fact that the Parliamentary Officer would be transferred from the Director-General's office. But the grading of the staff would be significantly enhanced in order to cope with the more demanding range of functions which would fall to the Minister's office to carry out.
- In the light of experience it may be found that the burden on the Administrative Secretary is too great. In this event, additional support may be needed in the form of an Administrative Officer.
- The incumbent that will be performing the typing duties will also perform duties as secretary/receptionist since most officials can now use computers and will be responsible for their own typing.
- The messenger that was responsible for messenger duties can now also perform driving duties. The National Protection Unit (SAPS) will still be responsible for protection and security service to political office-bearers. **Please take cognisance of the Note at paragraph 11.1.3 of the Financial Manual regarding the payment of allowances as well as the allowance payable to Driver/messenger in paragraph 11.2.**

4.3. Payment of allowances: (Paragraph 11 of the Financial Manual for the purposes of the calculation of benefits and allowances has to be taken cognisance of and read with this Directive.)

4.3.1. The payment of existing allowances are dealt with in paragraph 2 of the collective agreement on allowances for personnel serving executing authorities and should serve as a guideline.

4.3.2. The continued payment/initiation of payment to new incumbents, of allowances, has to be tested against the following criteria: (The following components are provided for.)

- Inconvenience of working environment (e.g. interaction with persons with high standing);
- Recruitment (longer working hours- overtime)
- Undertaking duties that lie outside the employee's primary career or profession;
- Clothing maintenance; and/or
- Travelling.

NOTE:

DRIVERS

- Provision was made for 107 hours of converted overtime in the calculation of the monthly allowance payable to drivers at paragraph 11.1.3(a) of the Financial Manual. In other words, overtime can only be claimed after more than 107 hours of overtime has been worked during the course of a month.

HOUSEHOLD MANAGER

- Provision was made for 50 hours of converted overtime in the calculation of the monthly allowance payable to household managers at paragraph 11.5.1 of the Financial Manual. The same principle applies here as with the drivers indicated above. **This principle should be implemented not later than 1 September 1999.**

4.3.3. Levels of payment of allowances should be continued on the basis of the previous considerations. Although only one agreement applies to various occupational dispensations, only maximum allowances payable are indicated in the agreement. Amounts should be paid to the categories as indicated in paragraph 11 of the Financial Manual.

4.3.4. Clothing grant as a single once-off payment:

This amount is a once-off grant to the incumbent of the post to whom such a grant is payable. It is not paid again when the incumbent serves a new political office bearer, without any interruption in the service. Provision is made in the monthly personal non-pensionable allowance for the **maintenance** of clothing, once the clothing grant is paid. This component is adjusted annually with the CPI on Footwear and Clothing by the Minister for the DPSA. This single clothing grant to the relevant personnel is for the purchase of (formal) clothing outfits on the provision that they -

- (i) furnish proof of their clothing purchases; and
- (ii) be contractually bound for a period of 24 months, after making use of the relevant concession, to repay the full amount made available, or a **pro rata** portion thereof, to the State should they resign or should their services be terminated as a result of misconduct before expiry of the 24 months.

NOTE:

The only time that the same person is thus eligible for the payment of this clothing grant again, is when he/she had an interruption in service.

- 4.4. It can be deducted from this department's minute referred to in paragraph 4.1 (i) above that it is envisaged in future that there should only be a director on the core staff for political office bearers who's main task is to direct and to manage the office. The rest of the staff will fall under this supervisor as indicated in the relevant minute. It is, however, possible that, for an interim period, (with reference to the content of paragraph 3.2 above) an office could consist of more than one director and deputy director. This structure should eventually phase out to provide for the new structure.

NEED FOR POLICIES TO BE DEFINED WITH REGARD TO THE NEW STRUCTURE

- 5. Departments/provincial administrations have to consider the development of policies with regard to the following aspects:
 - 5.1. The filling of these posts will be determined by the fact whether a person is already taken up in such a post, is a serving official in another post or somebody from outside the Public Service. (Departments will have to determine policy in this regard.)
 - 5.2. Departments/provincial administrations will have to, with the norms and restrictions in paragraph 4 in mind, determine their specific needs with regard to posts to be filled:

- 5.2.1. strategies and goals will have to be determined;
- 5.2.2. re-organising if necessary.
- 5.3. As no specific CORE was developed to accommodate the current personnel/ incumbents of such posts, departments/provincial administrations will have to determine which CORE will be most suitable to accommodate these personnel. It is, however, suggested that the following CORE's, *inter alia*, be considered:
 - 5.3.1. Management and General Support Personnel
 - 5.3.2. Communication and Information Related Personnel.

NOTE:

Care should be exercised to take the person up in the most suitable CORE in each relevant department/provincial administration. It might be necessary to evaluate the job in terms of the job evaluation system to determine the level/grading of the job.

- 5.4. Although the personnel referred to in paragraph 4 above were previously appointed in (a) post/posts on the fixed establishment of departments/provincial administrations on the basis of a work study investigation, the incumbents of such posts are still responsible to the relevant executing authority (Minister, MEC etc.). In other words support is given to the individual. Therefore each executing authority has the prerogative of who supports him/her. The implication is that each executing authority will/can appoint the personnel of his/her choice.
- 5.5. In the above regard, departments/provincial administrations will have to determine the appointment capacity, which can be one of the three alternatives (having regard to the measures in Part VII A – H of the new Public Service Regulations):
 - 5.5.1. Appointment on the fixed establishment – taken up in the most suitable CORE;
 - 5.5.2. Contractual appointment.
 - 5.5.3. Secondment.

NOTES:

- (a) The person to be appointed should be given the opportunity of making a choice in this regard.
- (b) The risk of being appointed on a contractual basis stands to reason in the case where the executing authority's term comes to an end and the appointee and employer should carefully consider this aspect and the appointee's position after the expiry of the executing authority's term.

- 5.6. The grading of a post, with paragraph 4 in mind, should be determined in a job evaluation investigation.
- 5.7. Although it was the original intention that incumbents in role playing posts return to the occupational class/es of origin, in many cases for many reasons such as scarcity of trained and experienced personnel, personnel never returned to the occupational class/es of origin.

ALLOWANCES

6. Calculations of the allowances are dealt with in the Financial Manual.

CONSULTATION AND NEGOTIATION

7. A bargaining council may negotiate as indicated in the agreement.